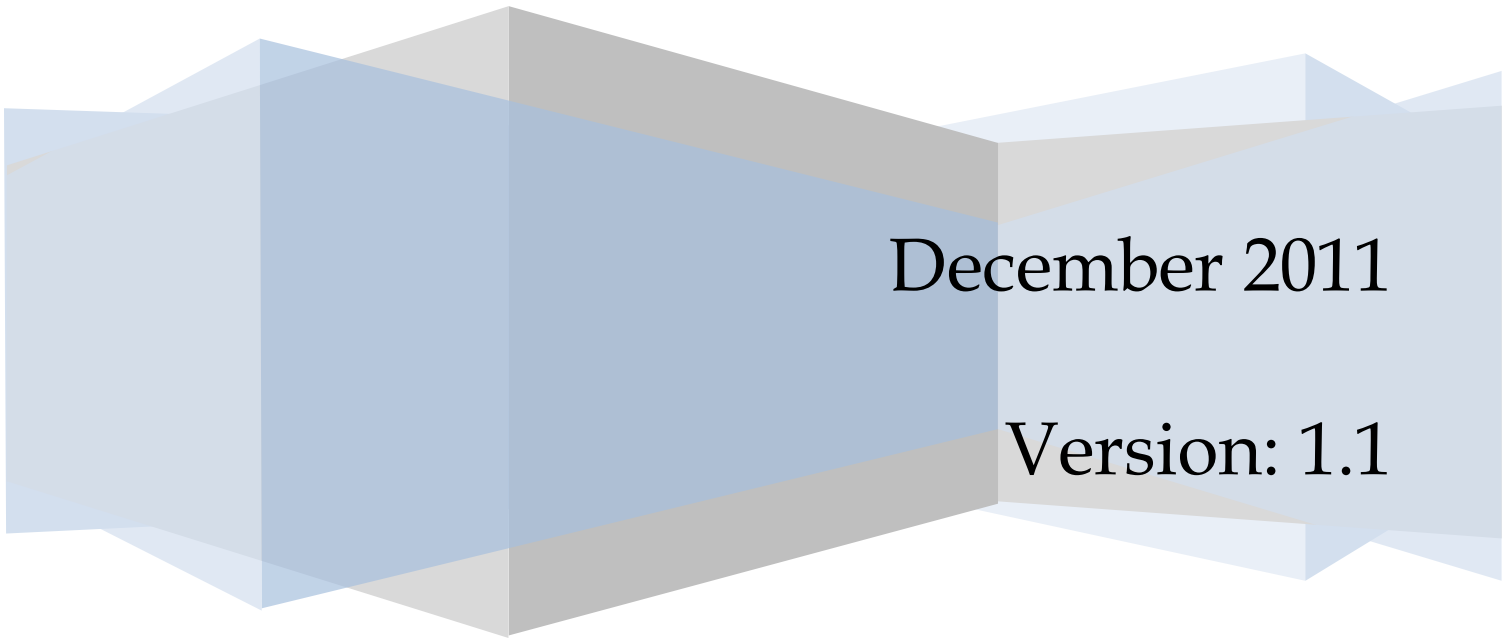
# ONLINE CPEA
# USER MANUAL



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## 1.0 How to Start (Logging on to the Application)

Log on to the internet and go to www.cxc.org. The user will be presented with the screen titled **Login** as shown in **Figure 1** below.

**Figure 1 - Login Screen**

Enter the **User Id**, **Password** and select the **Period**, then click the Login button. After the logon process the **Main Menu** is shown in ***Figure 2*** below.

## 2.0 Main Menu

**Figure 2 - Main Menu**

The **Main Menu** has six options that the user can choose from. These are:

| | |
|---|---|
| **Registration Menu:** | Provides access to the registration menu. |
| **Generate Sequence Numbers:** | Generates sequence numbers and assigns them to an alphabetically sorted candidate listing. |
| **Import/Export Menu:** | Provides options for the transmitting (export) and/or receiving (import) of files. |
| **Assessment:** | This is used to enter the internal assessment scores. |
| **Reports:** | Provides access to the various reports provided by the application. |
| **Logout:** | This enables the user to exit the application. |

## Registering a New Candidate

1. To add a new candidate, select **Registration** from the Main Menu**.**

2. From the drop-down menu select **Add New Candidate**.

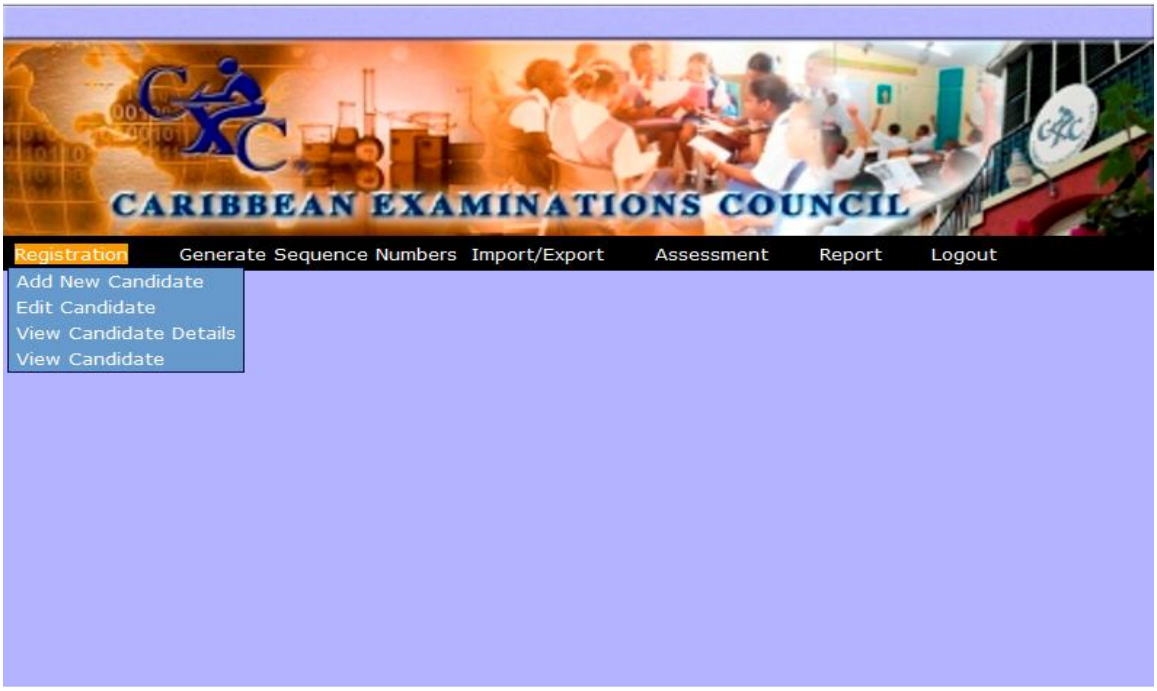



**Figure 3 - Registration Selection**

3. On selection of the **Add New Candidate** option the screen in ***Figure 4*** is shown:

**Figure 4 - Add New Candidate Screen**

4. Enter information in the corresponding fields as follows:

| | |
|---|---|
| *First Name:* | Enter first name of candidate |
| *Middle Name:* | Enter middle name of candidate |
| *Last Name:* | Enter last name of candidate |
| *Cell Phone:* | Enter area code and phone number (eg. 2464326598) * |
| *Address1:* | Enter address of candidate* |
| *District/Zone*: | This is an optional field that contains information pertaining to the country's zone or district details* |
| *Religion:* | Select the religion from the dropdown list* |
| *Comment (1-3):* | Enter any additional comments as necessary* |

*Denotes an optional field.

| | |
|---|---|
| *Gender:* | Select gender from drop down list. |
| *Date of Birth:* | Enter date of birth formatted as day, month, year. |
| *Class:* | Enter the class name of the candidate e.g. Form 4* |
| *Email:* | Enter email address of candidate* |
| *Parish:* | Select the parish from the drop-down list. * |

*Denotes an optional field.

5. Select Save to save the record.

6. Select OK when prompted that the new candidate has been inserted successfully.

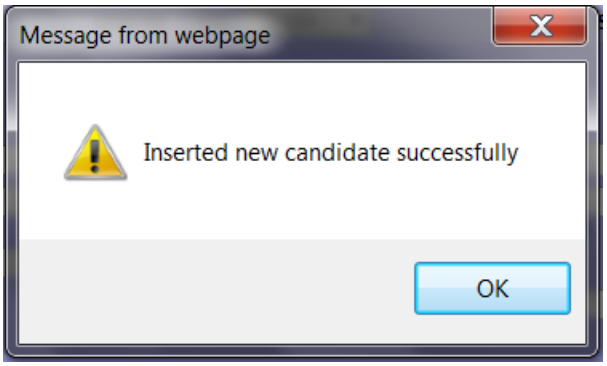



**Figure 5 - Candidate Added successfully**

## Selecting School Choices

1. Select **School Choice** from the menu as shown in Figure 6 below.

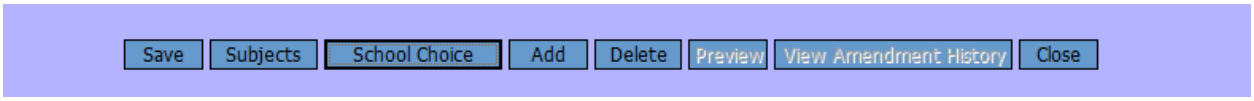



**Figure 6 - Selecting School Choices**

2. The following screen in Figure 7 is shown.

**Figure 7 - Listing of School Choice**

**NB: The maximum number of choices is twelve (12). If more than 12 schools are selected ONLY the first 12 will be saved.**

3. Select the school choice by clicking on the check box ☐.

4. After selection of the schools click the Add Selected School(s) button at the bottom of the screen. Note that at any time you can go back to the previous screen by selecting the <<< Back button.

5. A listing of the twelve school choices selected is shown in ***Figure 8*** below.

**Figure 8 - School Choice Screen**

6. Use the ↑ arrow to move a school to another position.

   **Example:**

   ***Westerhall Secondary School is the 12th choice and the user prefers this choice to be the 4th choice. Click on the ↑ arrow beside Westerhall Secondary School until the school is in 4th position.***

7. Use the ↓ arrow to move a school to a lower choice.

8. If the number of schools choices have not exceeded the maximum allowed you may add additional choices by selecting the Add School button.

9. Select ✕ to delete a school choice.

10. Select Close to exit the screen.

11. Select OK when prompted that the new candidate has been inserted successfully.

## EDIT A CANDIDATE

1. Select **Edit Candidate** from menu as shown in **Figure 9** below.

**Figure 9 - Selecting Edit Candidate Option**

2. To edit a candidate first search for the candidate by entering **First Name, Last Name, Date of Birth**, **Gender** and select Search

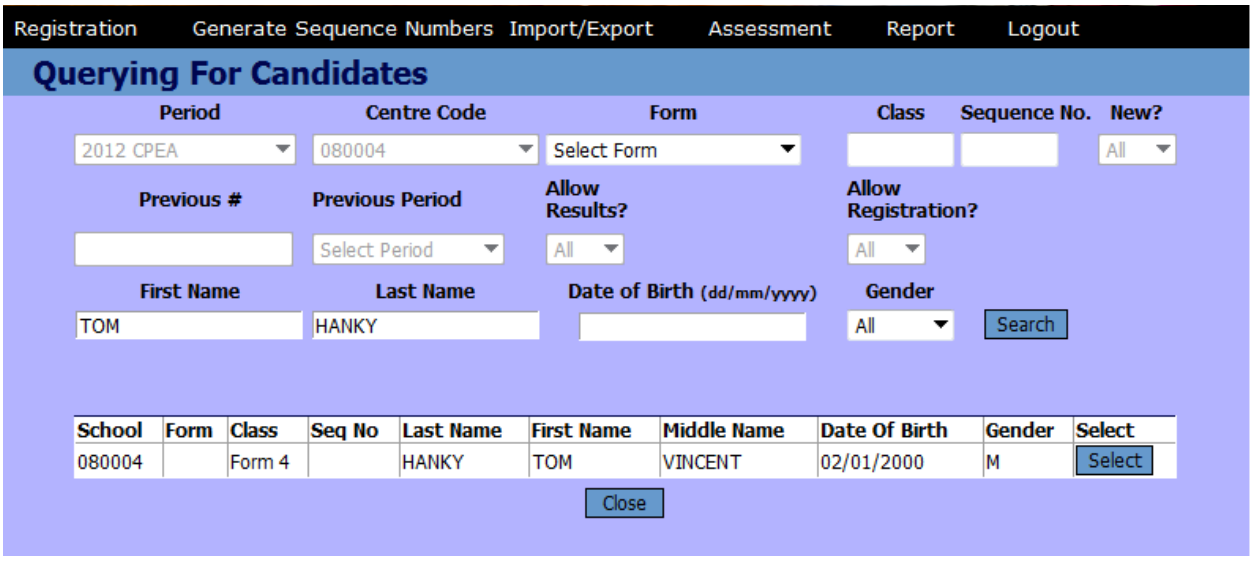



**Figure 10: Query Candidate Screen**

3. The results from a search on a candidate (Tom Hanky), is shown in ***Figure 10***.

4. Click on the Select button to edit the candidate's record. The edit candidate screen is presented as shown in ***Figure 11*** below.

**Figure 11 - Edit Candidate screen**

5. Select the appropriate button from the menu to edit the candidate's information.

6. Select Save to save the changes.

## View Candidate Details

1. Select ***View Candidate Details*** option from the menu.

2. A listing of all candidates entered is shown in ***Figure 12*** below.

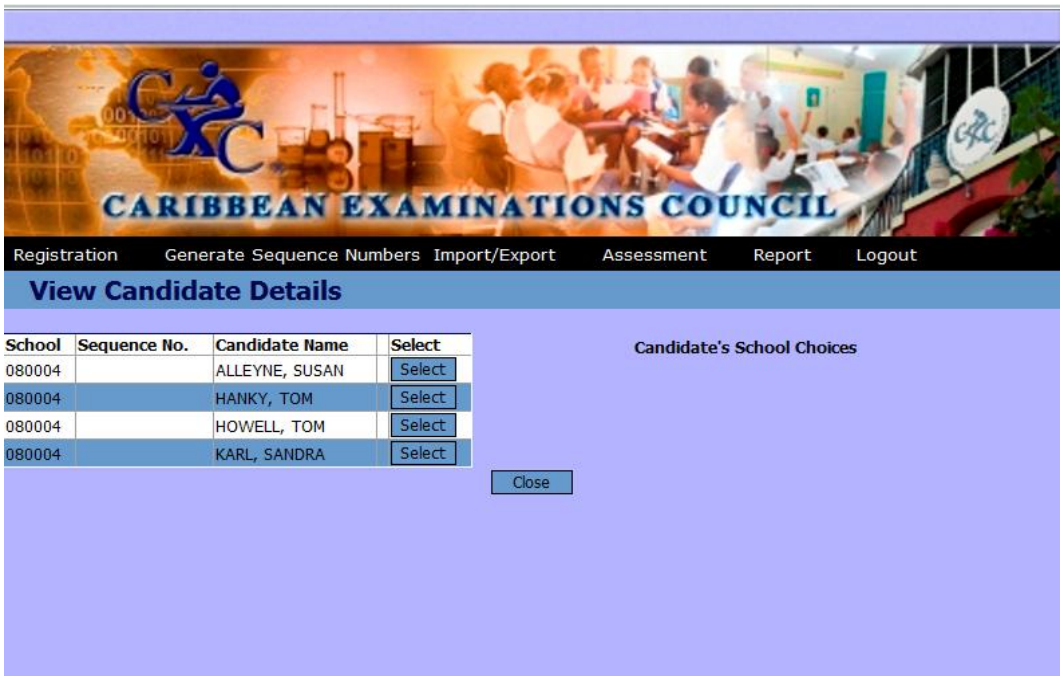



**Figure 12: View Candidate Details Screen**

3. Click on the Select button to view an individual candidate's record.

4. The following screen in ***Figure 13*** is shown on selection of candidate (Tom Howell). A listing of the school choices is shown.

5. Select Close to exit the screen.

**Figure 13 - View Candidate Details**

## View Candidate

1. To view a candidate, select **View Candidate** from the Menu. The screen in Figure 14 is shown.

**Figure 14 - View Candidate Screen**

2. To view a candidate's record, first search for the candidate by entering **First Name, Last Name, Date of Birth**, **Gender** and select Search.

## Generate Sequence Numbers

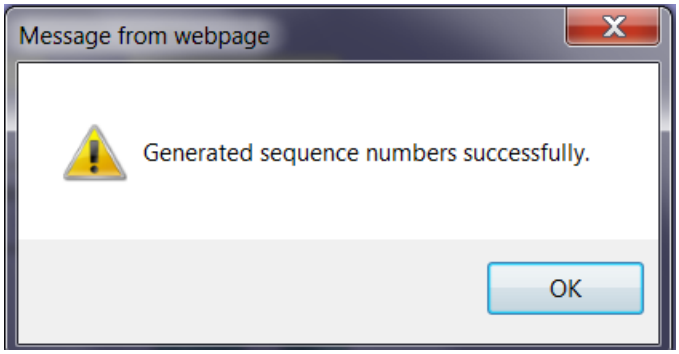
1. Select **Generate Sequence Numbers** from the Main Menu.
2. The screen in **Figure 15** is shown.

**Figure 15 - Generate Sequence Numbers**

3. Select the option for sequencing and click on Submit.

   NB: If at any time you need to resequence the candidates, select the **Re_sequencing** option.

4. Click OK at the generate sequence successfully prompt.



## Forward Registration

1. After the records have been successfully sequenced the registration data can be forwarded to the Ministry.

2. Select **Forward Registration** from the main menu as shown in ***Figure 16*** below.

**Figure 16 - Forwarding Registration**

3. The following screen is shown in ***Figure 17*** below.

**Figure 17 - Forward Registration File**

4. Select **Forward Registration file** to forward registration information to the Ministry.

## Internal Assessment

Internal Assessment is used to enter the scores associated with the student's subjects. On selecting the option **Internal Assessment** option the screen shown in Figure 7 is displayed.

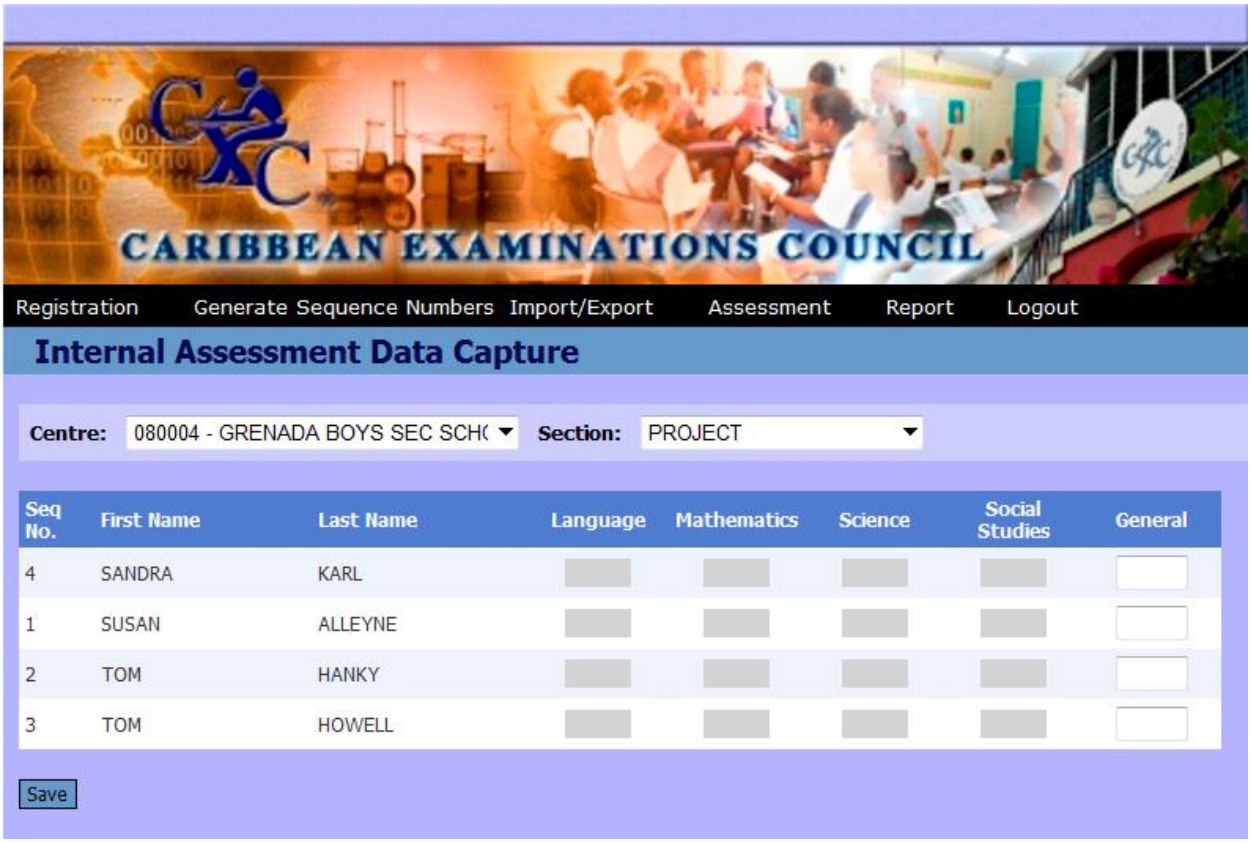



**Figure 18 - Internal Assessment Data Capture**

The fields displayed are:

**Centre:** Displays a list of assigned centres.

**Section:** Displays a list of subjects.

**Sequence Number:** The value displayed here is the sequence number of the candidate. The sequence number of the candidate is assigned on *generation of sequence numbers* **and** can be used to identify particular candidates and to produce information pertaining to that candidate.

**Language:** Allows the user to enter the profile within the marking scheme. **(This may not be relevant for all subjects but is limited to the maximum mark of this profile for this subject.)**

**Mathematics:** Allows the user to enter the profile within the marking scheme. (**This may not be relevant for all subjects but is limited to the Maximum Mark of this profile for this subject.)**

**Science:** Allows the user to enter the profile within the marking scheme. (**This may not be relevant for all subjects but is limited to the Maximum Mark of this profile for this subject.)**

**General:** The scores for component Book Report, Writing Portfolio and The Project are keyed in the General column.

**Save:** The **"Save"** button is used to store a permanent copy of the selected record.

Select OK when prompted that the records have been updated as shown in ***Figure 19*** below.

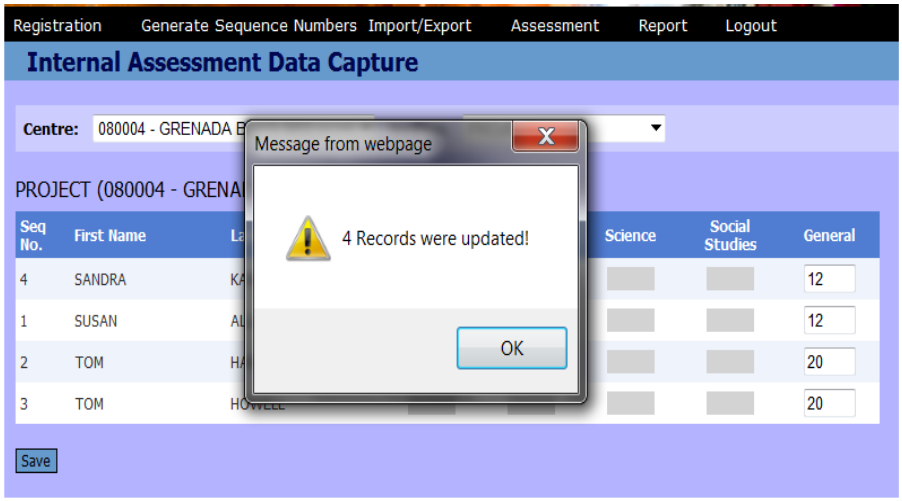



**Figure 19 - Updating Internal Assessment Scores**

## Reports Menu

1. On the Main Menu, select **Report** to view all reports.

2. Select the report from the drop-down menu.

**Figure 20 - Reports Selection Window**

The reports are as follows:

- **CPEA Candidate Without School Choice**
- **CPEA Final Register**

## LOGOUT

1. To exit the **Main Menu** window, the user will select the "**Logout"** option and will be directed to the login screen.